



## Emergency Small Business Assistance Grant Round 3 – Program Overview

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Businesses and non-profit organizations in West Linn, like those across the nation, have been hit hard by the COVID-19 pandemic. Mandated closures, mandated changes to business operations, and public health concerns have reduced revenues dramatically for many small businesses. To assist with this crisis, the City of West Linn will provide a third round of Emergency Small Business Assistance Grants to West Linn small businesses and non-profit organizations adversely affected by economic conditions associated with the COVID-19 pandemic. The first two rounds, provided in 2020, were paid for jointly by the State of Oregon and the City of West Linn. This current round of funding uses Federal pass-through dollars from the Coronavirus Relief Fund (CRF), and is more flexible than the previous rounds.

The City is pleased to make these funds available but knows that these grants will not come close to solving all the problems that have been created by the pandemic. The City intends to continue working with the West Linn business community in 2021 and beyond, with help from the City's Economic Development Committee, the West Linn Chamber of Commerce, Historic Willamette Main Street, and other groups to understand business needs and provide any assistance that we can.

### **GRANT PROGRAM OVERVIEW**

#### **Funding Available**

The City expects to have approximately \$160,000 available for this program (final amount may vary). Grant awards are expected to be:

- Up to \$2,000 for qualifying **Home Based Businesses**, defined as a proprietor/operator and up to 1 employee, with an active home-based business in West Linn (on-line virtual businesses, such as selling on eBay or the like are excluded).
- Up to \$2,000 for qualifying **Non-profit Businesses** having fewer than 25 FTE employees.
- Up to \$5,000 for qualifying brick and mortar West Linn **Micro-Businesses**, including sole proprietorships, defined as having 0-5 FTE (full-time employee equivalent) employees.
- Up to \$8,000 for qualifying brick and mortar **West Linn Small Businesses**, defined as having 6-25 FTE employees.

These figures could increase or decrease based on the number and valuation of applications received. The City reserves the right to determine final grant award allocations and amounts.

#### **Eligibility Requirements**

1. Businesses located within the City of West Linn with 25 or fewer full-time equivalent employees that have been adversely affected economically in one of the following two categories:
  - a. For-profit and non-profit (limited to 501(c)(3) corporations) businesses that have been prohibited from operation or restricted in operations by pandemic-related Executive Orders.

- b. For-profit and non-profit (limited to 501(c)(3) corporations) businesses that can demonstrate a one-month decline in sales of 50% or more, due to the COVID-19 pandemic, beginning in the month of March 2020 up to the date of this application as compared against sales in the month of January 2020 or February 2020, or as compared against the same period of time in 2019.
2. Businesses must have a current City of West Linn Business License.

### **Ineligible Applicants**

1. Businesses owned by City of West Linn employees, family members of City employees, and officials of the City of West Linn;
2. Businesses outside City of West Linn city limits;
3. Passive real estate holding companies and others holding passive investments;
4. Non-profit entities that do not have federal 501(c)(3) status;
5. Businesses that experience a decline in revenues for reasons other than those caused by the COVID-19 epidemic (e.g. seasonal or cyclical businesses cycles).
6. Businesses that are delinquent on federal, state or local taxes that were due on or before the date of application.
7. Businesses that do not comply with all federal, state and local laws and regulations.
8. Businesses that do not meet the eligibility requirements set forth above.
9. Businesses not registered to do business in Oregon (Secretary of State Business Registry verification) if such registration is required.
10. Businesses not headquartered and with principal operations in Oregon; and/or
11. Franchised businesses, unless the owner is a West Linn resident.

### **Eligible Expenses**

Funds may be used by eligible businesses and non-profit organizations to reimburse any costs of business interruption caused by required closures or other impacts of the COVID-19 pandemic. This may include rent, utility bills, sanitization supplies, personal protective equipment, protective plastic screens, new handwashing stations, advertising, and similar expenses.

Grant funds will not be used for expenses previously reimbursed by other local, state, or Federal grant programs, including, but not limited to, previous rounds of West Linn grants, Clackamas County Small Business and Childcare Provider Grants, the Federal Paycheck Protection Program, etc. Applicants will need to certify that the funds they are applying for have not been previously reimbursed by other programs.

### **Grant Timeline**

The City of West Linn Emergency Business Assistance Grant application has been designed to be as simple and fast as possible, as follows:

- *January 27:* Draft program released to City Council, Economic Development Committee, Chamber of Commerce, Historic Willamette Main Street, community.
- *February 1:* Council discussion and approval of program.

- *February 5:* Announcement released to community, promoted in City social media and electronic communication, cross-promoted by Chamber of Commerce and Historic Willamette Main Street.
- *February 17:* Applications due to City by 5 p.m.
- *Week of March 1 or as soon as possible:* Announcement of awards.
- *June 30:* All funds must be distributed, per Federal and State law.

### **Commitment to Equity and Inclusion**

The City of West Linn encourages applications from businesses owned by historically disadvantaged groups, and will score all applications equitably and comply with local, state, and federal law. The City of West Linn is committed to equal opportunity for all and will evaluate applications without regard to an individual's race, color, religion, national origin, age, sex, marital status, political affiliation, veteran's status, physical or mental disability, sexual orientation, gender identity or any other status protected by federal, state or local laws.

### **Instructions for Applicants**

1. Review eligibility criteria to determine if your business and your request qualify;
2. Complete and sign application forms, self-certifying all criteria are met;
3. Complete and sign demographic survey;
4. Convert application, demographic survey, and any supporting materials to .pdf format;
5. Submit application to [cwl\\_communitygrants@westlinnoregon.gov](mailto:cwl_communitygrants@westlinnoregon.gov) (note underscore “\_” between “cwl” and “community grants”) **no later than February 17, 2021 at 5 p.m.**

Electronic submittals are strongly recommended. However, if electronic submission is not possible, please mail your documents to City Hall (22500 Salamo Road, West Linn OR 97068, attn.: John Williams). Mailed submissions must be received no later than February 17, 2021;

If applicants need assistance or have further questions please contact us: [cwl\\_communitygrants@westlinnoregon.gov](mailto:cwl_communitygrants@westlinnoregon.gov) (again, note underscore in address)

### **Scoring and Grant Award Process**

City of West Linn staff will review all applications and issue grant awards.

The City will prioritize assistance to businesses such as restaurants and gyms that have experienced required closures and dramatic changes to operations, but will consider all applications received. If the City receives more qualifying grant applications than can be funded, a weighting criteria system will be used to rank applications. Businesses with the most points under the following criteria will be prioritized:

- Businesses completely closed by Executive Order: 2 points
- Businesses restricted by Executive Order: 1 point
- Brick and Mortar business in West Linn (as opposed to Home Business): 1 point
- Business longevity in West Linn, determined by Business License:
  - o 4-8 years continuous business license: 1 point
  - o 9+ years continuous business license: 2 points

The City reserves the right to make final award determinations, the right to reduce the total amount of funds available in this round, and the right to offer additional rounds of funding.

#### Notes

- **Confidentiality:** Applications will be included in public materials, including City Council packet. Applicants' SSN and EIN numbers will be kept confidential. Information submitted may be subject to public records law disclosure per Oregon law.
- **Tax Implications:** Grant awards may be taxable to businesses, as described here: <https://www.irs.gov/newsroom/cares-act-coronavirus-relief-fund-frequently-asked-questions>. The City of West Linn does not provide tax advice and cannot make a determination on this issue.

#### Questions?

Please feel free to contact us if you have any questions or comments. Thank you for serving the West Linn community and thank you for your interest in this program!

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